OIPE IAP35
MAR 29 2006
PATENT & TRADEMARK OFFICE

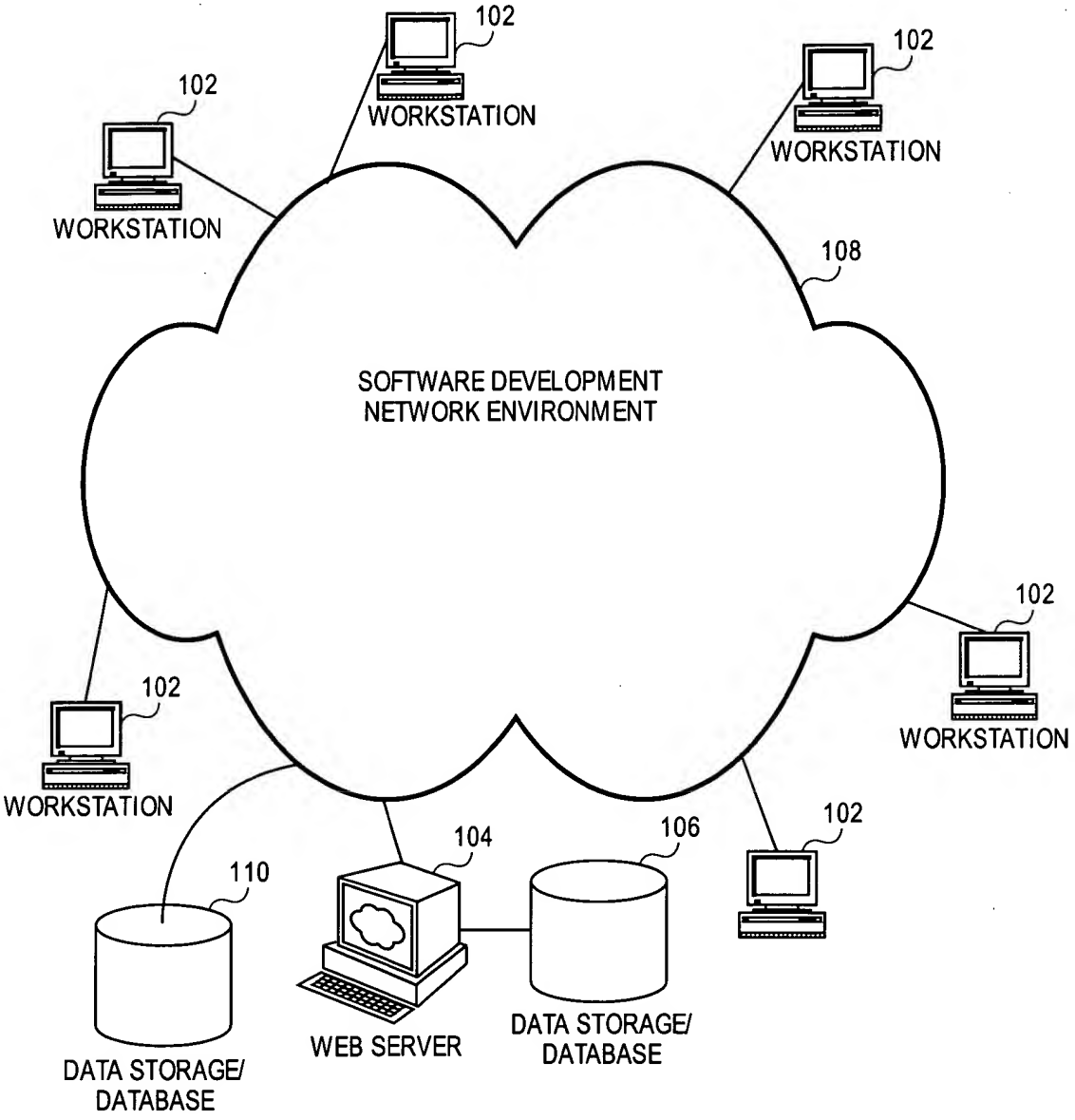


FIG. 1

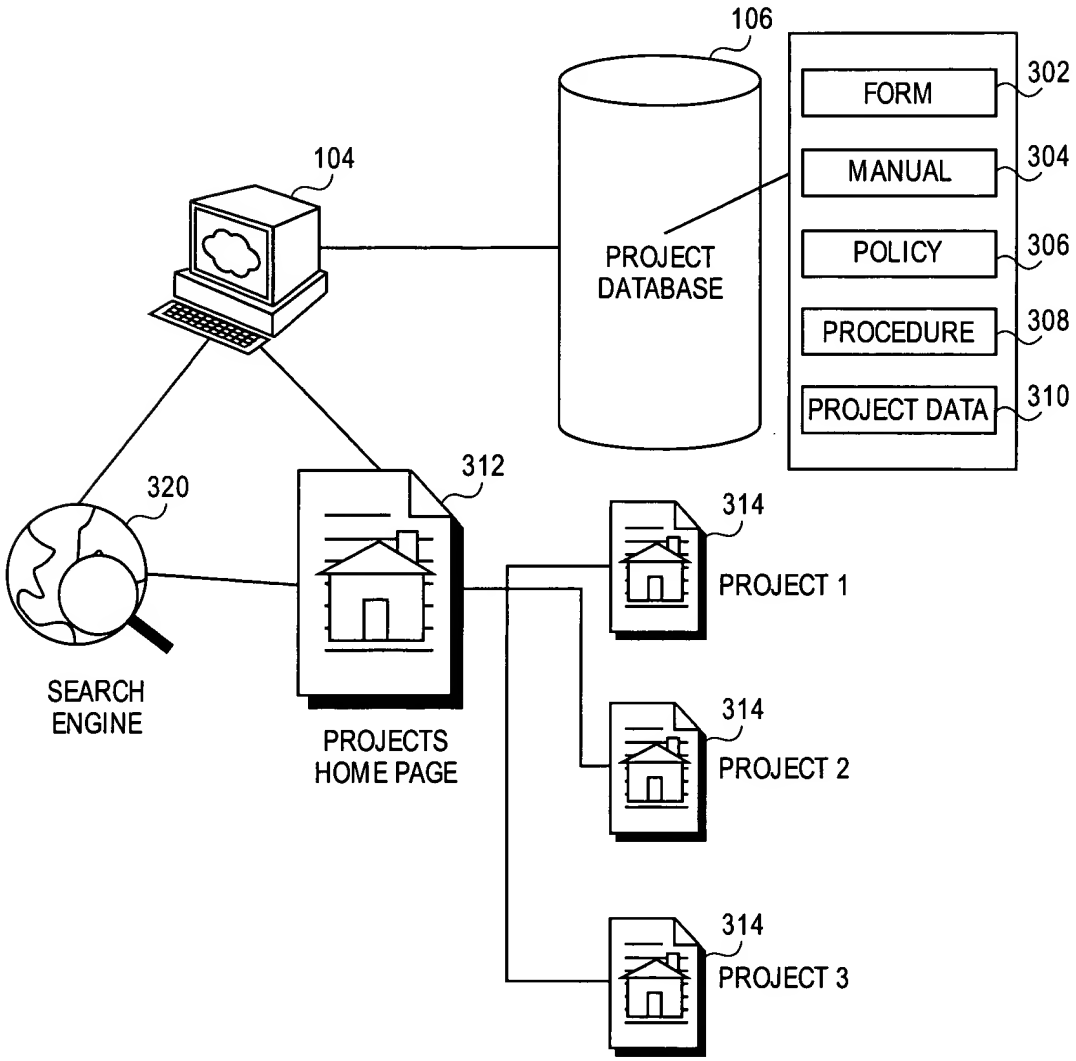

106
FORM
302
MANUAL
304
POLICY
306
PROCEDURE
308
PROJECT DATA
310
104
PROJECT DATABASE
320
312
314
PROJECT 1
SEARCH ENGINE
PROJECTS HOME PAGE
314
PROJECT 2
314
PROJECT 3

FIG. 3

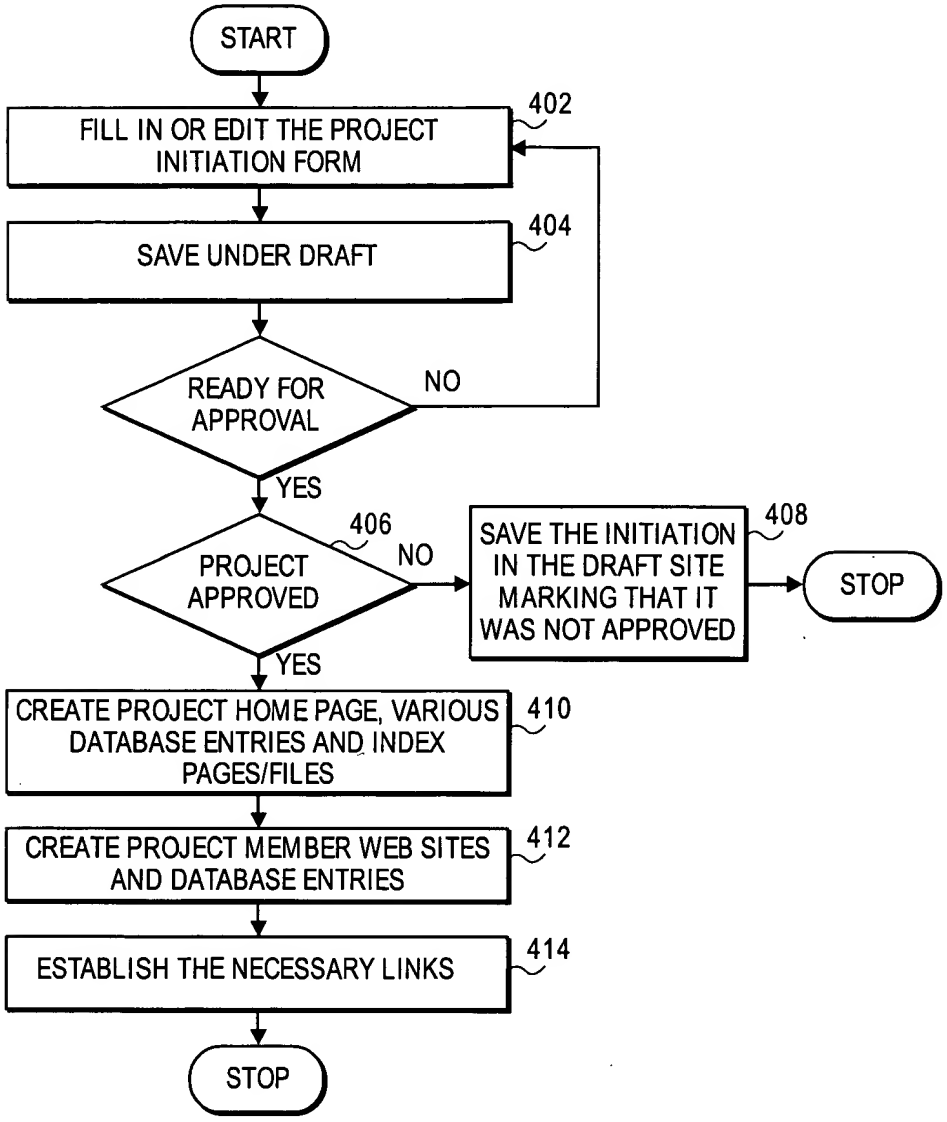

START
FILL IN OR EDIT THE PROJECT INITIATION FORM
402
SAVE UNDER DRAFT
404
READY FOR APPROVAL
NO
YES
PROJECT APPROVED
406
NO
SAVE THE INITIATION IN THE DRAFT SITE MARKING THAT IT WAS NOT APPROVED
408
STOP
YES
CREATE PROJECT HOME PAGE, VARIOUS DATABASE ENTRIES AND INDEX PAGES/FILES
410
CREATE PROJECT MEMBER WEB SITES AND DATABASE ENTRIES
412
ESTABLISH THE NECESSARY LINKS
414
STOP

FIG. 4A

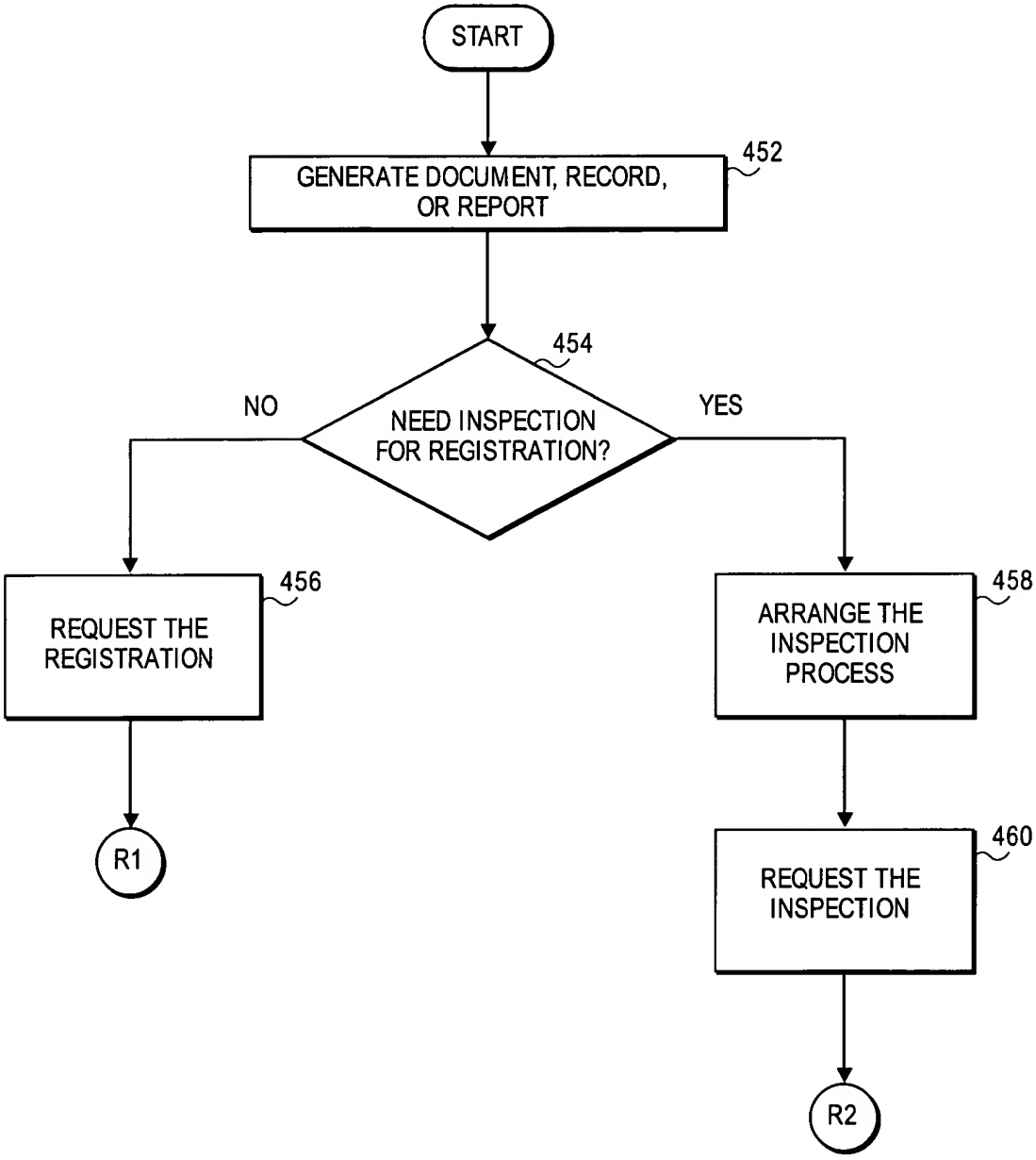

START
GENERATE DOCUMENT, RECORD, OR REPORT
452
454
NEED INSPECTION FOR REGISTRATION?
NO
YES
REQUEST THE REGISTRATION
456
R1
ARRANGE THE INSPECTION PROCESS
458
REQUEST THE INSPECTION
460
R2

FIG. 4B

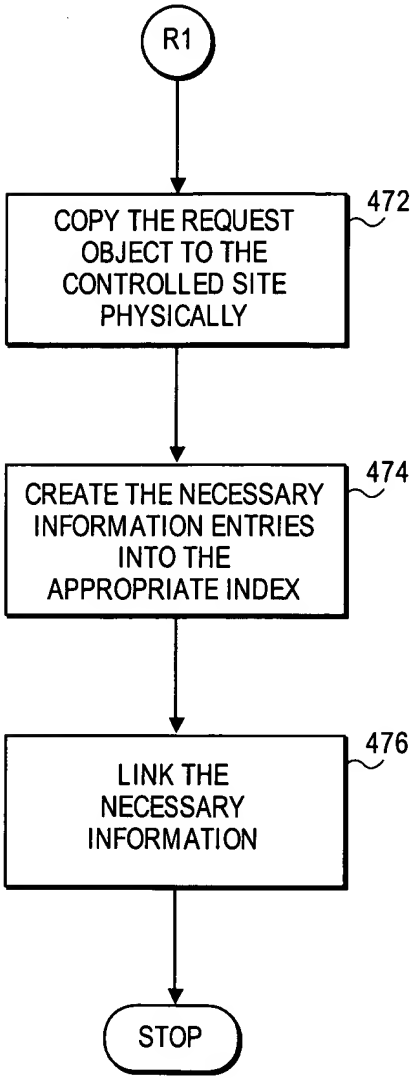

R1
COPY THE REQUEST OBJECT TO THE CONTROLLED SITE PHYSICALLY
472
CREATE THE NECESSARY INFORMATION ENTRIES INTO THE APPROPRIATE INDEX
474
LINK THE NECESSARY INFORMATION
476
STOP

FIG. 4C

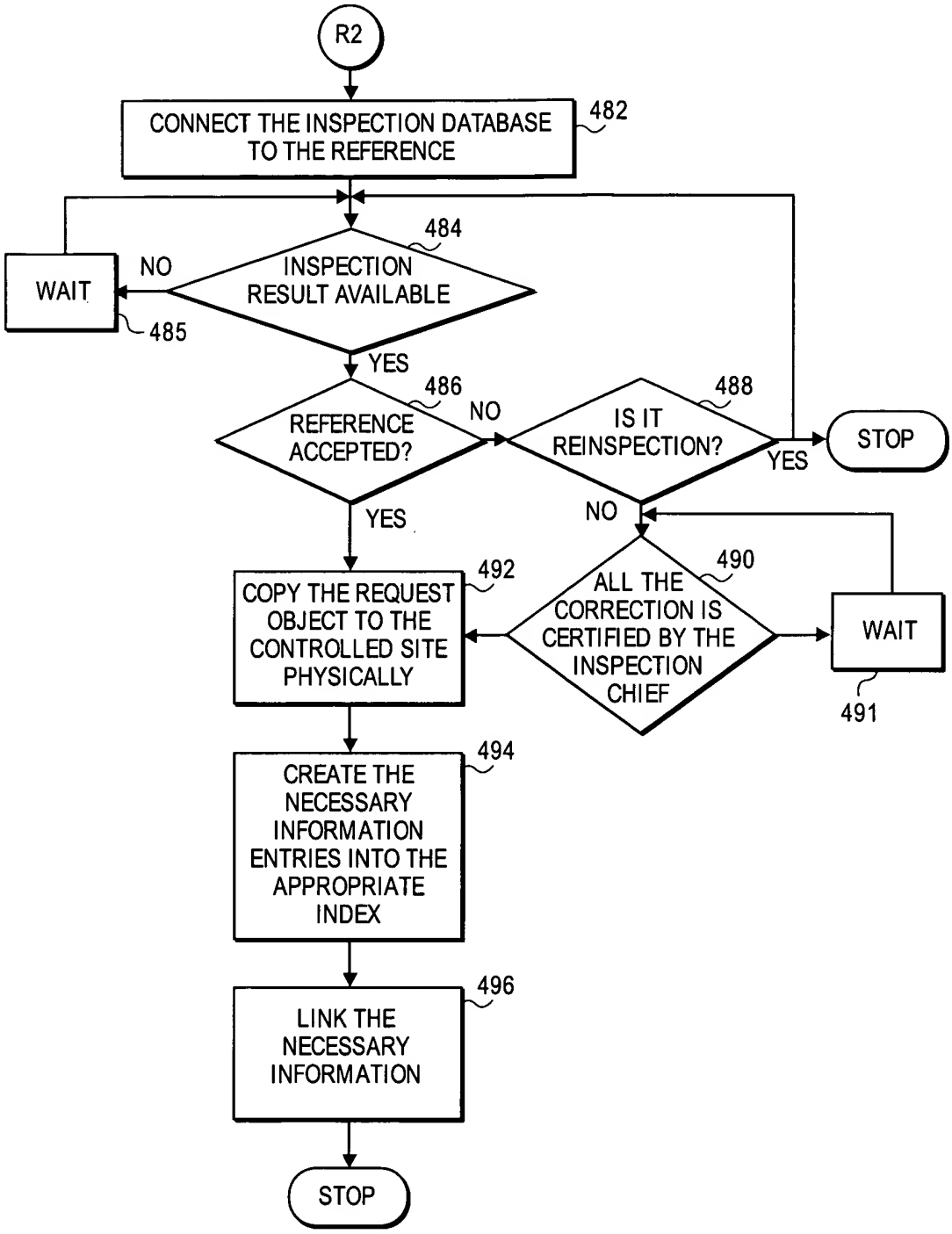
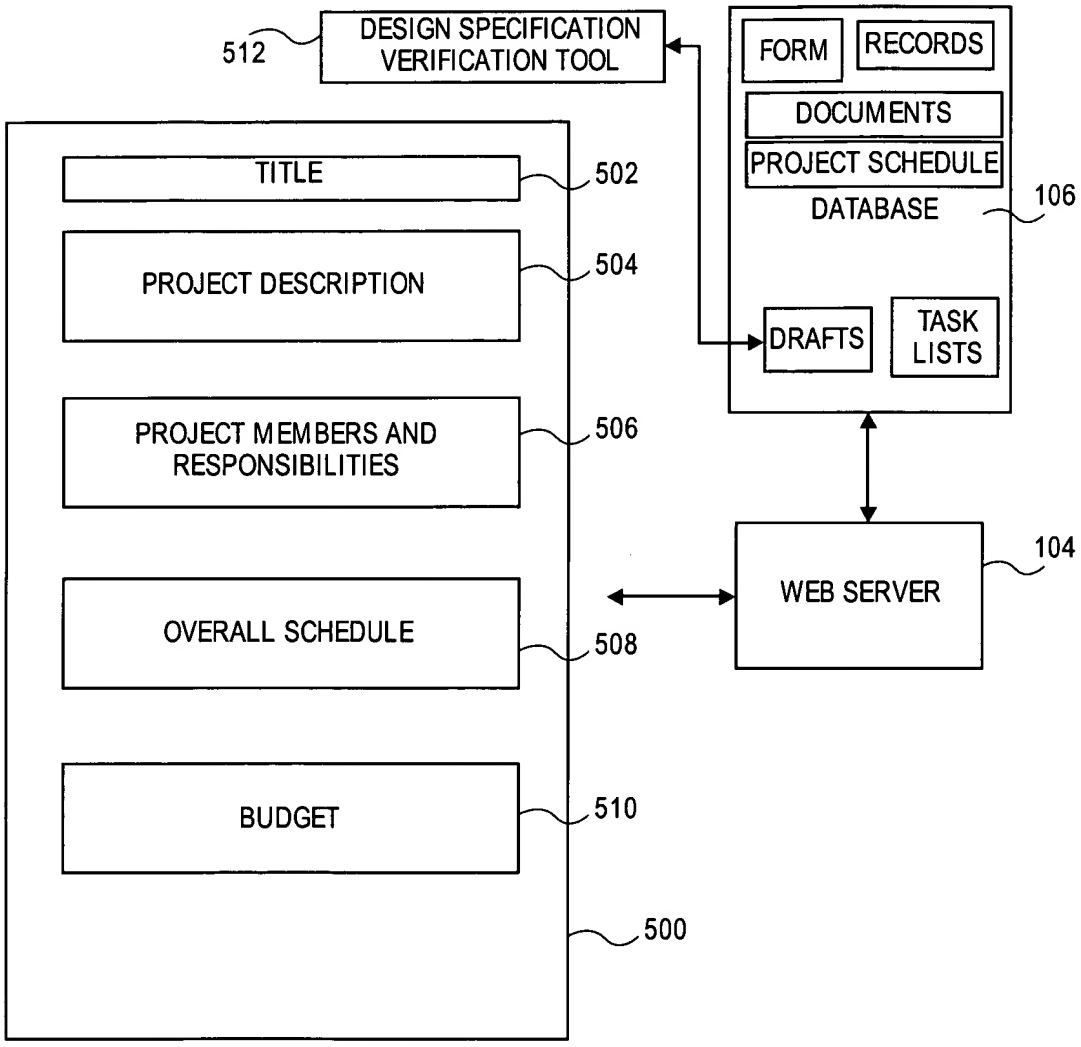

R2
CONNECT THE INSPECTION DATABASE TO THE REFERENCE
482
484
INSPECTION RESULT AVAILABLE
NO
WAIT
485
YES
486
REFERENCE ACCEPTED?
NO
488
IS IT REINSPECTION?
YES
STOP
YES
NO
490
ALL THE CORRECTION IS CERTIFIED BY THE INSPECTION CHIEF
WAIT
491
492
COPY THE REQUEST OBJECT TO THE CONTROLLED SITE PHYSICALLY
494
CREATE THE NECESSARY INFORMATION ENTRIES INTO THE APPROPRIATE INDEX
496
LINK THE NECESSARY INFORMATION
STOP

FIG. 4D



PROJECT INITIATION INTERACTIVE FORM

FIG. 5A

RICOH Corporation	Office Solutions and Systems Development Group Division: SUPPORT	Doc. Ctrl No.: Q6-DJXX-01 Form Number: Q6-F001-04 Rev Number: 1.3
Project Initiation Form		Project Number: JXX
Project Name:		

Group	Name	Signature	Date
Initiator			
Project Leader			
Division Head			
SRDG Head			

Form Revision History (Please Delete when using this form)

Revision Number	Date	Description of Changes (Must include reasons for the change, page number and section number)
0.1	24Aug98	Original Draft
0.2	13Oct98	Change the Title of the form by adding Research in front of Project
0.3	14Oct98	Change the Title and made the form generic
0.4	7Arp99	Added "Risk" in the 8.1 subtitle
1.0	3Aug99	corrected spelling and title changed. changed reviewer. "A. Division Head" --> "Division Head"
1.1	19Aug99	"Form" --> "Form"
1.2	23Aug99	Added "Project Number"
1.3	2Nov00	SRDG --> Office Solutions and System Development Group (OSDG) and TSS --> SUPPORT

Originator:	Review:	Approval:
Title: Director	Title: Software Engineer	Title: Division Head

1. Project

1.1 Description of Project

550

1.2 Project Type

FIG. 5B

2. Project Duration (and Cost)

2.1 Project Duration

2.2 Project Cost (if necessary)

3. Project Members and Assignments

4. Goals

5. Objectives

6. Planning Intent (If necessary)

7. Technical Goals (If necessary)

8. Technical Issues and Risks (If necessary)

9. Patent Target

10. Criteria for Evaluation (If necessary)

11. Major Deliverables

12. Milestones

END OF FORM 550

FIG. 5C

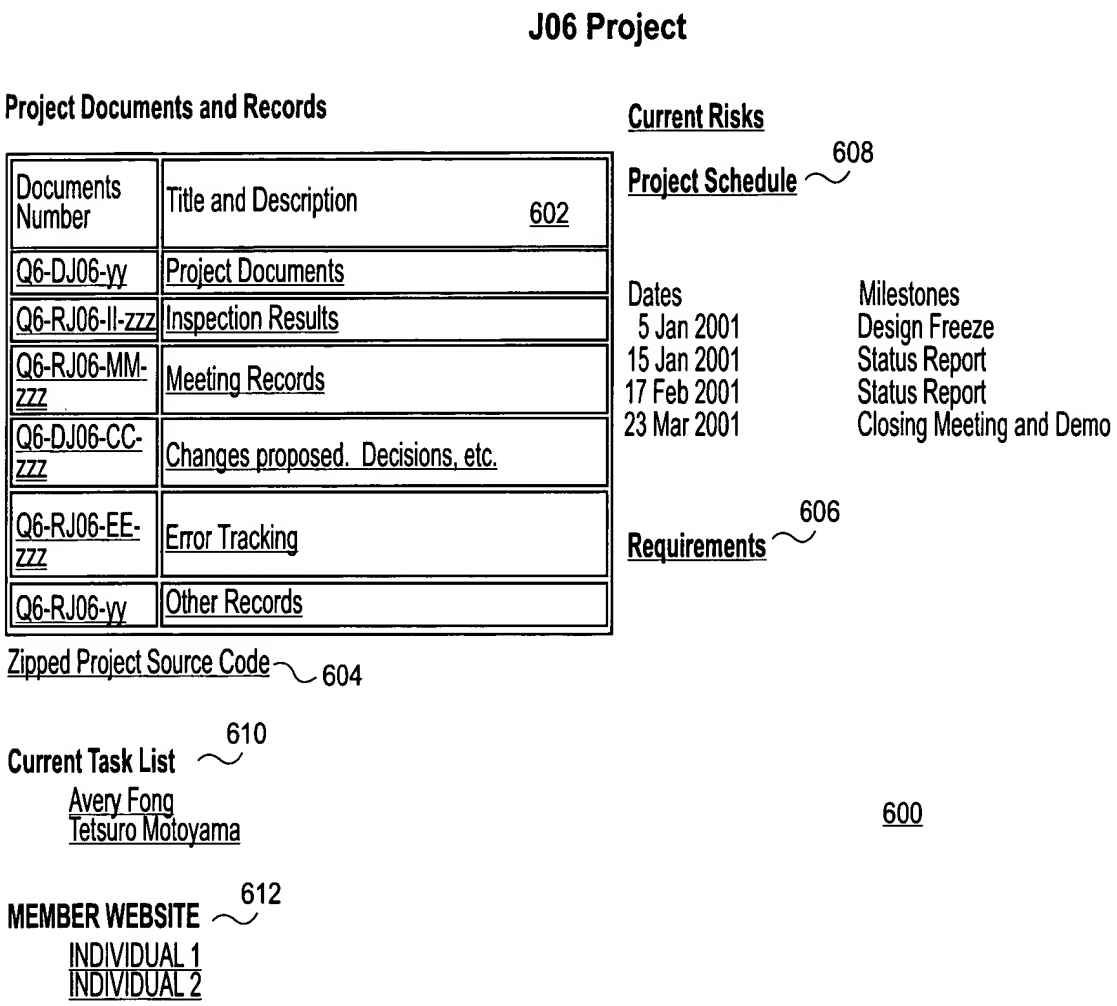

J06 Project
Project Documents and Records
Documents Number
Title and Description
602
Q6-DJ06-yy
Project Documents
Q6-RJ06-ll-zzz
Inspection Results
Q6-RJ06-MM-zzz
Meeting Records
Q6-DJ06-CC-zzz
Changes proposed. Decisions, etc.
Q6-RJ06-EE-zzz
Error Tracking
Q6-RJ06-yy
Other Records
Zipped Project Source Code
604
Current Risks
Project Schedule
608
Dates
Milestones
5 Jan 2001
Design Freeze
15 Jan 2001
Status Report
17 Feb 2001
Status Report
23 Mar 2001
Closing Meeting and Demo
Requirements
606
Current Task List
610
Avery Fong
Tetsuro Motoyama
MEMBER WEBSITE
612
INDIVIDUAL 1
INDIVIDUAL 2
600

FIG. 6

Index of Project Documents

Document ID	Title	Rev	Date	Status (Withdrawn, Active, Draft)	Approval
Q6-DJ106-17	Analysis of Software Development	1.0	2Feb01	Active	Approved
Q6-DJ106-16	Project Review: Problems/Difficulties and Successes	1.0	31Jan01	Active	Approved
Q6-DJ106-15	Implementation and Unit Test Plan	1.0	12Dec00	Active	Approved
Q6-DJ106-14	Status Report on 7 December 2000	1.0	7Dec00	Active	Approved
Q6-DJ106-13	Design Review Request	1.0	29Nov00	Active	Approved
Q6-DJ106-12	Status Report on 6 November 2000	1.0	6Nov00	Active	Approved
Q6-DJ106-11	Integration Test Plan for J06 Project	0.1	26Oct00	Active	Approved
Q6-DJ106-10	J06 Software Specification	1.10	25Jan01	Active	Approved
Q6-DJ106-09	Requirement Matrix for J06 Project	1.3	31Jan01	Active	Approved
Q6-DJ106-08	J06 Project Plan	1.4	14Dec00	Active	Approved
Q6-DJ106-07	Requirements for J06 Project	1.2	4Dec00	Active	Approved
Q6-DJ106-06	Organization and Use of the Project Directory for J06	1.1	20Oct00	Active	Approved
Q6-DJ106-05	Implementation and Unit Test Plan Guideline for J06	1.0	12Oct00	Active	Approved
Q6-DJ106-04	Code Conventions and Visual C++	1.1	15Dec00	Active	Approved
Q6-DJ106-03	Procedure for Source Code Control for J06	1.1	19Oct00	Active	Approved
Q6-DJ106-02	Design Document Guideline for J06	1.0	10Oct00	Active	Approved
Q6-DJ106-01	Project Initiation Form	1.0	6Oct00	Active	Approved

To Archival Documents 700

FIG. 7A

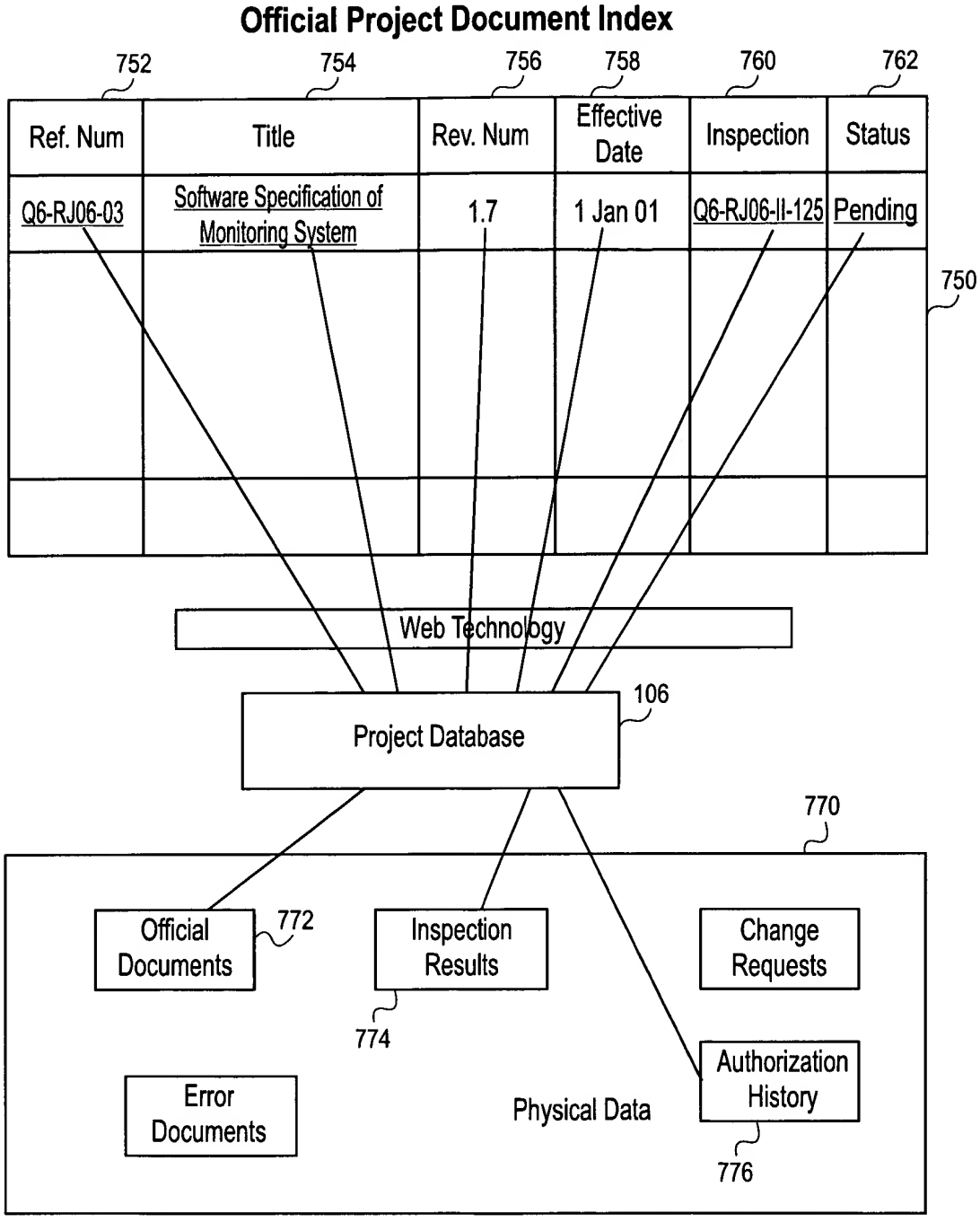

Official Project Document Index
752
754
756
758
760
762
Ref. Num
Title
Rev. Num
Effective Date
Inspection
Status
Q6-RJ06-03
Software Specification of Monitoring System
1.7
1 Jan 01
Q6-RJ06-II-125
Pending
750
Web Technology
106
Project Database
770
Official Documents
772
Inspection Results
774
Change Requests
Error Documents
Physical Data
Authorization History
776

FIG. 7B

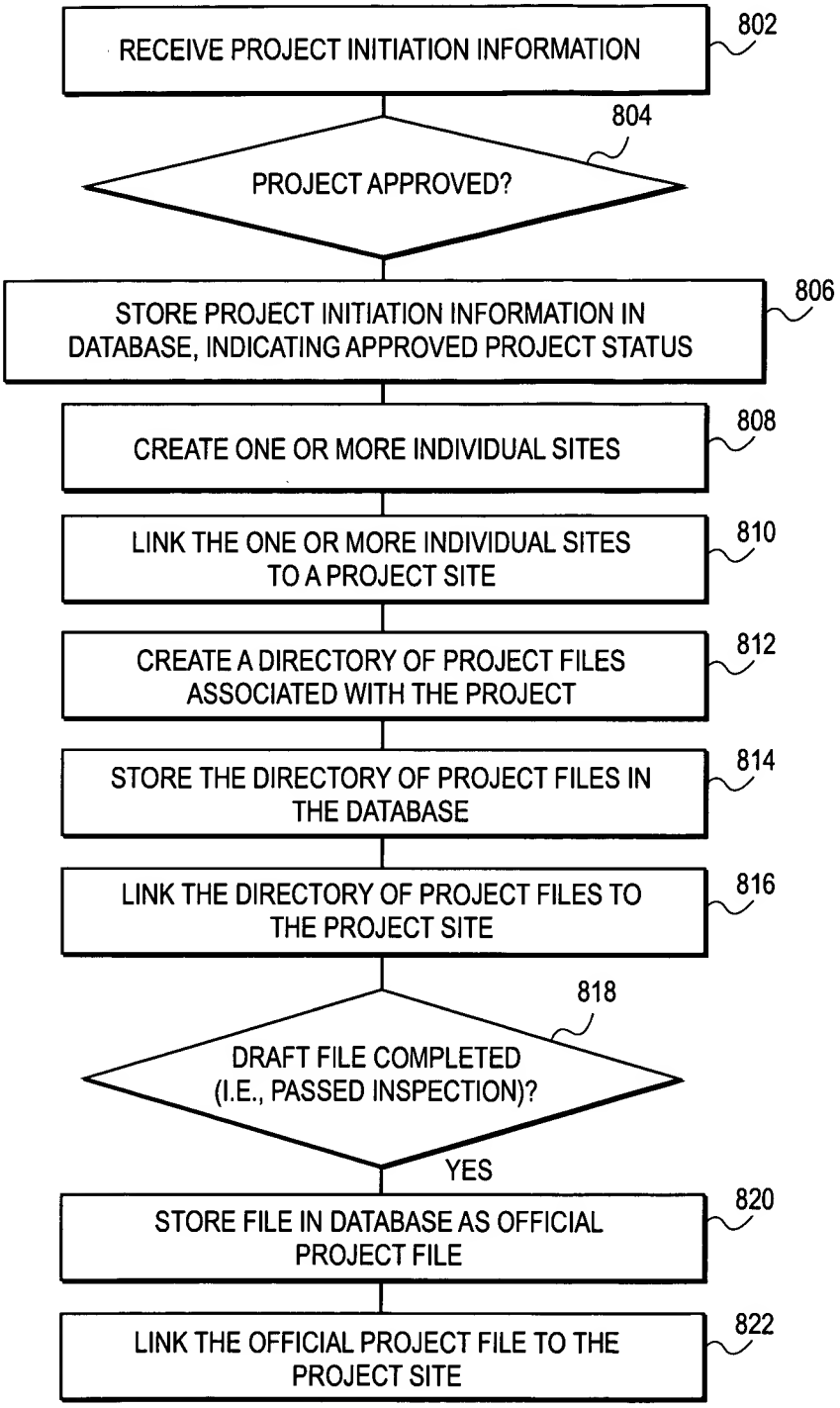

RECEIVE PROJECT INITIATION INFORMATION
802
804
PROJECT APPROVED?
STORE PROJECT INITIATION INFORMATION IN DATABASE, INDICATING APPROVED PROJECT STATUS
806
CREATE ONE OR MORE INDIVIDUAL SITES
808
LINK THE ONE OR MORE INDIVIDUAL SITES TO A PROJECT SITE
810
CREATE A DIRECTORY OF PROJECT FILES ASSOCIATED WITH THE PROJECT
812
STORE THE DIRECTORY OF PROJECT FILES IN THE DATABASE
814
LINK THE DIRECTORY OF PROJECT FILES TO THE PROJECT SITE
816
818
DRAFT FILE COMPLETED (I.E., PASSED INSPECTION)?
YES
STORE FILE IN DATABASE AS OFFICIAL PROJECT FILE
820
LINK THE OFFICIAL PROJECT FILE TO THE PROJECT SITE
822

FIG. 8

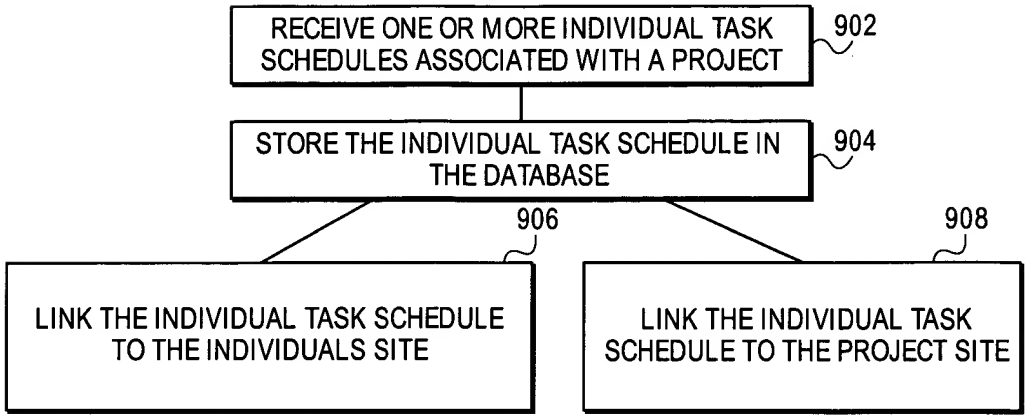

RECEIVE ONE OR MORE INDIVIDUAL TASK SCHEDULES ASSOCIATED WITH A PROJECT
902
STORE THE INDIVIDUAL TASK SCHEDULE IN THE DATABASE
904
906
908
LINK THE INDIVIDUAL TASK SCHEDULE TO THE INDIVIDUALS SITE
LINK THE INDIVIDUAL TASK SCHEDULE TO THE PROJECT SITE

FIG. 9

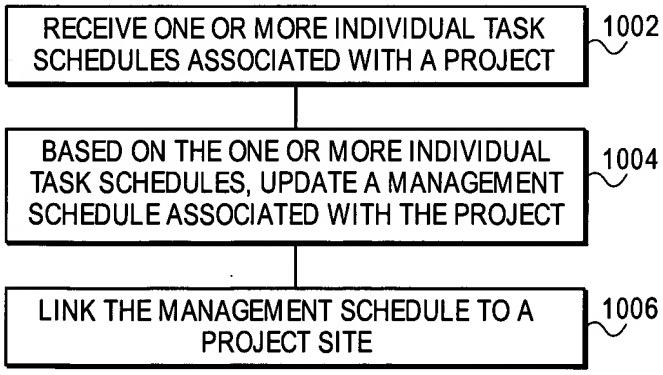

RECEIVE ONE OR MORE INDIVIDUAL TASK SCHEDULES ASSOCIATED WITH A PROJECT
1002
BASED ON THE ONE OR MORE INDIVIDUAL TASK SCHEDULES, UPDATE A MANAGEMENT SCHEDULE ASSOCIATED WITH THE PROJECT
1004
LINK THE MANAGEMENT SCHEDULE TO A PROJECT SITE
1006

FIG. 10

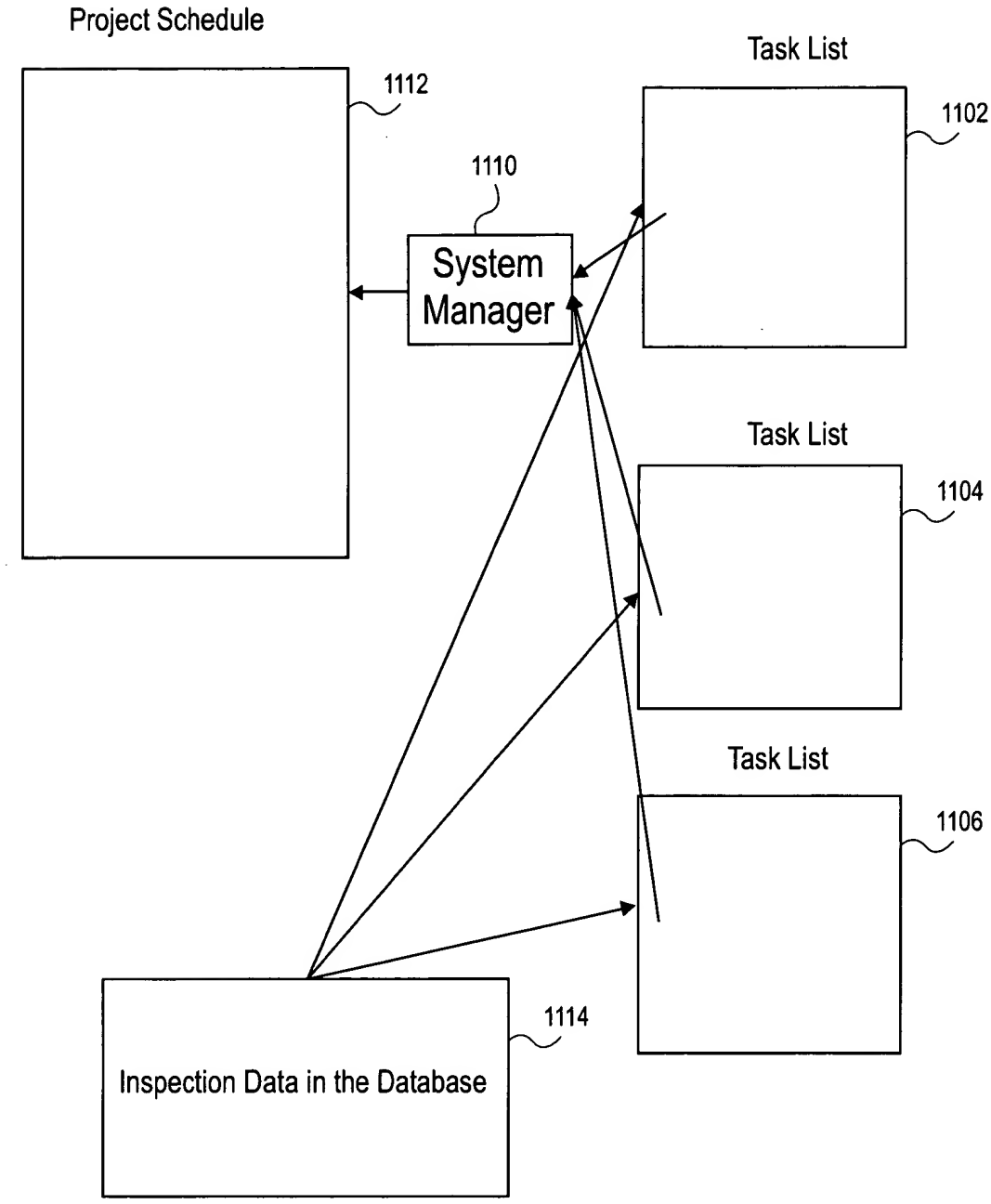

Project Schedule
1112
Task List
1102
1110
System Manager
Task List
1104
Task List
1106
Inspection Data in the Database
1114

FIG. 11

Publication	27sep00	10oct00	10oct00	10oct00	10oct00
Coding Convention	29sep00	29sep00	11oct00	29sep00	11oct00
Draft	29sep00	29sep00	2oct00	29sep00	29sep00
Review/Inspection	29sep00	2oct00	11oct00	4oct00	11oct00
Publication	29sep00	11oct00	11oct00	11oct00	11oct00
Implementation Plan and Unit Test Guideline	29sep00	2oct00	12oct00	3oct00	12oct00
Draft	29sep00	2oct00	4oct00	3oct00	4oct00
Review/Inspection	29sep00	5oct00	12oct00	5oct00	12oct00
Publication/Meeting	29sep00	12oct00	12oct00	12oct00	12oct00
Project Plan	21sep00	25sep00	7oct00	25sep00	17oct00
Draft	21sep00	25sep00	29sep00	25sep00	29sep00
Review/Inspection	21sep00	2oct00	13oct00	2oct00	17oct00
Publication	21sep00	13oct00	13oct00	17oct00	17oct00

2. Design

1200

Tasks	Identified Date	Planned Start	Planned End	Actual Start	Actual End
Project Architecture	2oct00	2oct00	31oct00	4oct00	19oct00
Draft	2oct00	2oct00	20oct00	4oct00	17oct00
Review/Inspection	~~2oct00~~ 19oct00	23oct00	~~31oct00~~ 19oct00	18oct00	19oct00
Publication/Meeting	~~2oct00~~ 19oct00	~~31oct00~~ 19oct00	~~31oct00~~ 19oct00	19oct00	19oct00
Project Plan Revision	~~2oct00~~ 19oct00	~~31oct00~~ 20oct00	~~2nov00~~ 24oct00	19oct00	23oct00
Draft	~~2oct00~~ 19oct00	~~31oct00~~ 20oct00	~~1nov00~~ 23oct00	19oct00	20oct00
Review/Inspection	~~2oct00~~ 19oct00	~~1nov00~~ 23oct00	~~2nov00~~ 24oct00	23oct00	23oct00
Publication	~~2oct00~~ 19oct00	~~2nov00~~ 24oct00	~~2nov00~~ 24oct00	23oct00	23oct00
Package Design	19oct00	20oct00	15nov00	20oct00	1nov00
Sender Service		1202	1204		
Draft	20oct00	20oct00	23oct00	20oct00	23oct00
Review	20oct00	24oct00	26oct00	24oct00	26oct00
Receiver Service					
Draft	20oct00	20oct00	23oct00	20oct00	23oct00
Review	20oct00	24oct00	26oct00	24oct00	26oct00

1208

1206

FIG. 12

RICOH Corporation	Office Solutions and Systems Development Group Division: SUPPORT	Record Ctrl No.: Q6-RJ-II-090 Form Number: Q6-F010-01 Rev Number 1.3
Inspection Form		Project Number: J06

Meeting Date: 26 Oct 2000 Time: 9:06 - 9:09

Project: J06 Release:

Document: SENDER SERVICE Moderator: AF

1302

Time Spent for Preparation: AD 1 / 60

Meeting Type: Inspection (I)

Inspection Type: Document (Doc)

Result: Accept (A) 1304

Defect Type:
DA = Data, DC = Documentation, FN = Functionality, IF = Interface, LO = Logic, I/O = Input/Output, HF = Human Factors, MN = Maintainability, PF =

Defect Severity, J = Major, N = Minor

Defect 1300

Location	Defect Description	Type	Class	Sever

FIG. 13

	Task	Planned Start Date	Planned End Date	Estimated Deviation (Uncertainty)	Actual Completion Dates
	Design Document Guidelines for J06	28Sep00	13Oct00	0	10Oct00
	Code Convention for J06	29Sep00	13Oct00	0	11Oct00
	Implementation and Unit Test plan guideline for J06	2Oct00	13Oct00	0	12Oct00
	Source Code Control Procedure for J06	2Oct00	13Oct00	0	11Oct00
	Project Requirements	2Oct00	16Oct00	0	16Oct00
	Requirements Matrix	17Oct00	19Oct00	1	18Oct00
	J06 Project Plan	27Sep00	17Oct00	0	17Oct00
	Integration Test Plan	21Sep00	31Oct00	1	26Oct00
	Design Document - General Architecture	2Oct00	31Oct00	1	19Oct00
	Revise J06Project Plan schedule	~~31Oct00~~ 20Oct00	~~2Nov00~~ 25Oct00	1	23Oct00
	Design Documentation - Package and Class Design	~~1Nov00~~ 20Oct00	~~22Nov00~~ 15Nov00	2	2Nov00
TM	Sender Service	20Oct00	26Oct00	1	26Oct00
TM	Receiver Service	20Oct00	26Oct00	1	26Oct00
TM	ODBC Interface in Monitor_Send	24Oct00	31Oct00	1	27Oct00
TM	ODBC Interface in Receive_Store	27Oct00	1Nov00	1	27Oct00
TM	Database in Monitor_Send	31Oct00	7Nov00	2	30Oct00
TM	Database in Receive_Store	31Oct00	7Nov00	2	30Oct00
TM	Device Information	2Nov00	10Nov00	2	31Oct00
TM	Parser	8Nov00	15Nov00	2	1Nov00
AF	Device Monitor	23Oct00	27Oct00	1	27Oct00
AF	Data Transfer	25Oct00	1Nov00	1	30Oct00
AF	Data Retriever	30Oct00	7Nov00	2	1Nov00
AF	POP3 Processor	3Nov00	10Nov00	2	2Nov00
AF	Receiver Manager	8Nov00	15Nov00	2	2Nov00
	Revise J06 Project Plan schedule	22Nov00	28Nov00	1	3Nov00
	Design Documentation - Class Specification	~~27Nov00~~ 3Nov00	~~5Jan01~~ 14Dec00	4	29Nov00

1402
1404
1406
1400

FIG. 14

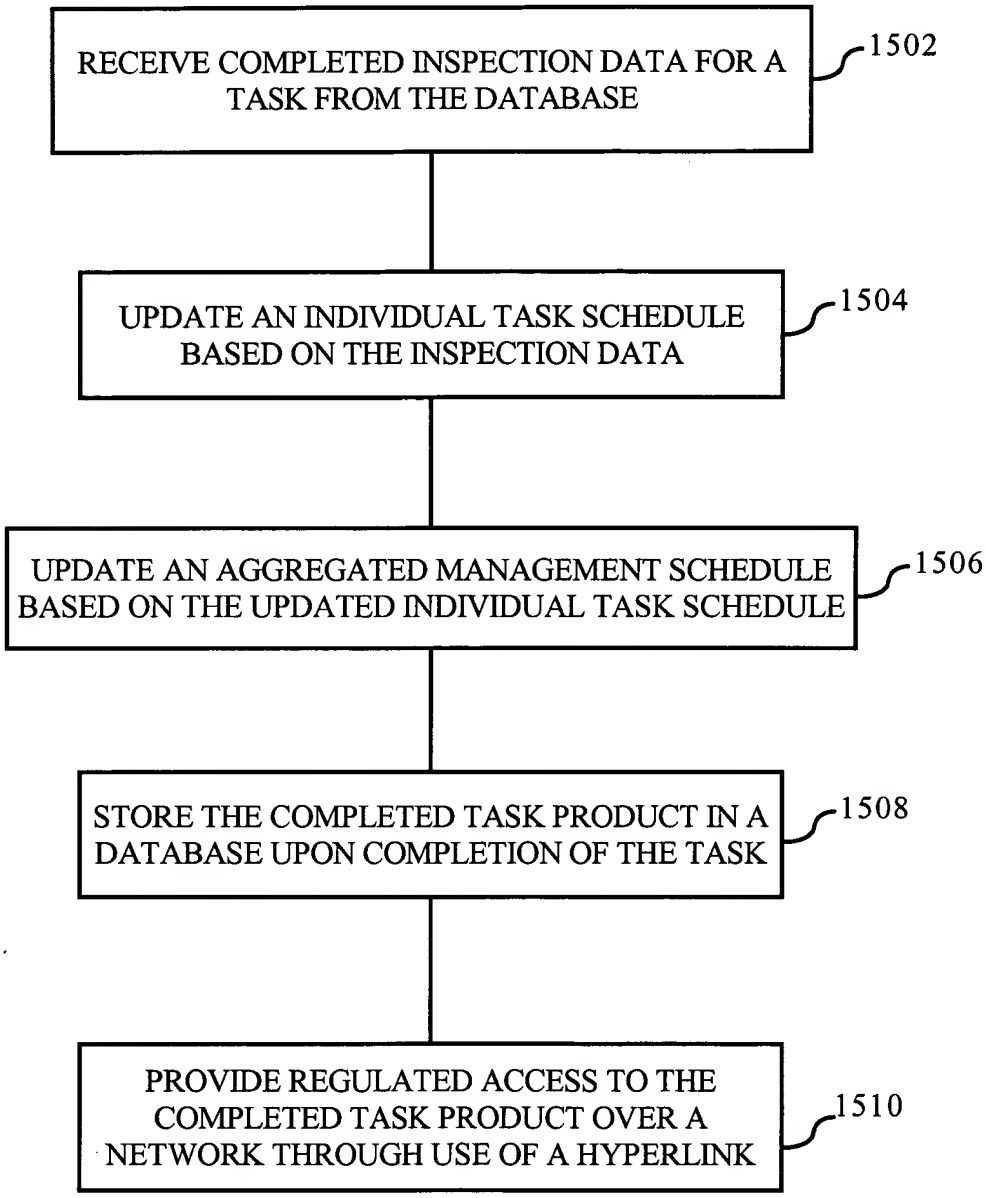

RECEIVE COMPLETED INSPECTION DATA FOR A TASK FROM THE DATABASE
1502
UPDATE AN INDIVIDUAL TASK SCHEDULE BASED ON THE INSPECTION DATA
1504
UPDATE AN AGGREGATED MANAGEMENT SCHEDULE BASED ON THE UPDATED INDIVIDUAL TASK SCHEDULE
1506
STORE THE COMPLETED TASK PRODUCT IN A DATABASE UPON COMPLETION OF THE TASK
1508
PROVIDE REGULATED ACCESS TO THE COMPLETED TASK PRODUCT OVER A NETWORK THROUGH USE OF A HYPERLINK
1510

FIG. 15